

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-176

OPEN TO:	In-House Candidates Only	OPENING DATE:	October 25, 2012
POSITION:	Visa Specialist , FSN-10; FP-5*	CLOSING DATE:	November 07, 2012
POSITION NO:	I-31242		
WORK HOURS:	Full-time; 40 hours/week		
	*Not-Ordinarily Resident: US\$56,323 p.a. (Starting salary)		
	(Position Grade: FP-5 to be confirmed by Washington)		
	*Ordinarily Resident: Rs.2,121,152 p.a. (Starting salary)		
	(Position Grade: FSN-10)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the Visa Specialist position in the Immigrant Visa (IV) division of the Consular Section.

BASIC FUNCTION OF POSITION:

The incumbent is one of two team leaders, both of whom are responsible for the day-to-day operation and supervision of an IV team consisting of seven to eight subordinate FSNs. The incumbent delegates duties to appropriate team members, assigns daily and short-term tasks, and coordinates leave requests. Reviews work of team members to ensure that all cases are processed, proper procedures are followed, packets are mailed, and visas are prepared and delivered on time. Evaluates employees and performs other typical HR duties for the IV team. Reviews documents and prepares cases for consular officer's review.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Five years of experience with Immigrant Visas, including at least one year of experience in supervising or provide guidance to other staff, is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have a detailed comprehension of and practical experience with U.S. Immigration policies, strategies, rules and regulations, as well as a developed knowledge of specific U.S. immigration policies that apply to Pakistan. Incumbent must be capable of absorbing and understanding complex information related to internal operating procedures, IV FAM, the Immigration and Nationalities Act, Department of State instructions, cables, manuals, local customs, and local law related to IVs.
- 5. ABILITIES & SKILLS:** Incumbent must have highly developed oral and written communication skills to communicate complex case facts to subordinates and superiors, and deal with applicants, petitioners, and lawyers on sensitive issues. Must have the ability to resolve conflicts with staff members and the public. Must be proficient in MS Office Suite, Standard keyboard skills and basic numerical skills are required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 12-176) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 07, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.